

Thank you for participating in Arizona's Connecting to Collections survey. Your feedback is extremely important to the statewide partnership sponsoring this assessment. Our hope is to use the findings to be able to improve preservation shortfalls in the state, so we hope you'll be candid in your responses.

Though the survey is long, it is critically important you complete all 57 questions so the findings can be compared with other Western states who have completed similar surveys. The instrument should take about 40 minutes to complete and is divided into two parts. At the end of the first half (question 30) you must hit the "Submit" tab to save your answers and move to the second half of the survey. You can pause at any time by hitting the "Submit" tab to save your answers and return later to finish the survey.

Again, many thanks for voluntarily supporting this important statewide initiative. We will share the survey results on the Web and in a series of Town Hall Meetings to be announced soon.

1. Please provide your institutional contact information so we may reach you if we have any follow-up questions: (institution's name, address, telephone number, e-mail)

2.

PRESERVATION PLANNING & FUNDING

What are the sources of conservation/preservation or collections care funding at your institution (defined broadly to include collections management and collections care activities)? (please check all that apply)

- ☐ Institution's own budget
- ☐ Federal grants
- ☐ State grants
- ☐ Foundation or corporate grants
- ☐ Donor funding
- ☐ Institution use or license fee
- ☐ None
- ☐ Don't know
- ☐ Other, please specify

3.

Has your institution made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the past 5 years? (please select only one)

- ☐ Yes -> (skip to question 5)
- ☐ No
- ☐ Don't know ->
- ☐ (skip to question 6)
- ☐ Not applicable ->
- ☐ (skip to question 6)

4. Which of the following factors influenced the decision NOT to apply for a grant? (please check all that apply)

- ☐ Don't know enough about funding sources
- ☐ Lack the staff time or expertise to complete application
- ☐ Need additional project planning or preparation before applying for grant
- ☐ Conservation/preservation is not an institutional priority
- ☐ Have sufficient funding
- ☐ Unsuccessful applying for grant(s) in the past
- ☐ Don't know
- ☐ Other, please specify

5. From which of the following sources, if any, has your institution received money to implement conservation/preservation or collections care projects in the past 5 years? (please check all that apply)

- ☐ State Library, Community Library Enhancement Funds (public libraries only)
- ☐ State Archives, Arizona State Historical Records Advisory Board grants
- ☐ Arizona State Parks, State Historic Preservation Office (SHPO) grant
- ☐ Other state funding program
- ☐ Institute of Museum and Library Services (direct grant to recipient)
- ☐ Library Services and Technology Administration (LSTA) grant funding
- ☐ Heritage Preservation, Conservation Assessment Program (CAP) funding
- ☐ National Endowment for the Humanities, Preservation Assistance Grants for Smaller Institutions
- ☐ National Endowment for the Humanities (larger grants)
- ☐ National Endowment for the Arts, Access to Artistic Excellence grants
- ☐ Save America's Treasures grant for collections
- ☐ National Historical Publications and Records Commission (NHPRC) grant
- ☐ Private foundations
- ☐ Corporate or business contributions dedicated to conservation/preservation projects
- ☐ Individual contributions dedicated to conservation/preservation projects
- ☐ Line item in your institution's operating budget
- ☐ Other funding program
- ☐ None

6. Which of the following most closely describes your institution's current staffing for conservation/preservation or collections care? (please check all that apply)

- ☐ Paid staff whose job duties are predominantly conservation/preservation (full-time or part-time)
- ☐ Various paid staff are assigned conservation/preservation duties as needed
- ☐ External provider supplies all conservation/preservation services
- ☐ External provider supplies some conservation/preservation services
- ☐ Volunteers provide all conservation/preservation services
- ☐ Volunteers provide some conservation/preservation services
- ☐ No staff person or volunteer has conservation/preservation responsibilities
- ☐ Other, please specify

7.

PRESERVATION TRAINING

Please rate the usefulness of each method of obtaining preservation information for your staff. (please select one answer for each line)

	Not useful	Useful	Very useful	Don't know	Not applicable
Print materials (e.g., books, journals, pamphlets, newsletters)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic materials (e.g., journals, reports)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with resource people by telephone or e-mail (e.g., staff at state agencies, colleagues at other libraries, museums or archives, consultants, or vendors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance learning courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site visits at your institution (e.g., by professional staff from Arizona State Archives, Arizona Historical Society, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online tutorials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College or university courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-term training workshops (e.g., one- or two-day sessions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term training workshops (e.g., one week or more)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video/DVDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webinars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Does your institution have conservation or collections care staff members with formal training? (please check all that apply)

- ☐ No
- ☐ Graduate degree in conservation from a recognized training program
- ☐ Graduate degree in museum studies
- ☐ Experience and training working for a trained conservator
- ☐ Other, please specify

9. Has anyone in your institution attended a training program on conservation/preservation or collections care in the past 5 years? (please select only one)

- ☐ Yes
- ☐ No
- ☐ Don't know

10. For which of the following collection types, if any, does your institution need preservation training?

(please select one answer for each line)

	Urgent need	Need	No need	Don't know	Not applicable
Books and Bound Volumes-- -monographs, serials, newspapers, scrapbooks, albums, pamphlets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unbound Sheets--archival records, manuscripts, maps, oversized items, ephemera, broad sides, philatelic and numismatic artifacts, other paper artifacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographic Collections-- microfilm, microfiche, photographic prints, negatives, slides, transparencies, Daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving Image Collections-- motion picture film, video tape, laser disc, CD, DVD, minidisk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recorded Sound Collections--cylinder, phonodisc, cassette, open reel tape, DAT, DD, DVD, MP3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Material and Electronic Records Collections--floppy discs, DVD-R, data tape, online collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art Objects--paintings, prints, drawings, sculpture, decorative arts (including fine metalwork, jewelry, timepieces enamels, ivories, lacquer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic and Ethnographic Objects--textiles, flags, rugs, costumes and accessories, ceramics, glass (including stained glass), ethnographic artifacts (e.g., leather, skin, baskets, bark), metalwork (e.g., arms and armor, medals, coins), furniture, domestic artifacts (including frames, household tools/machines, dolls/toys, musical instruments), technological and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

agricultural artifacts,
medical and scientific
artifacts, transportation
vehicles

Archaeological Collections

Natural Science

Specimens--zoological,
botanical, geological,
paleontological,
paleobotany specimens

11. On which of the following preservation topics, if any, does your institution need training? (please select one answer for each line)

	No need	Need	Urgent need	Don't Know	Not Applicable
Rehousing (e.g., refolding, reboxing, making better storage mounts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Installing storage furniture (e.g., shelving, cabinetry)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster preparedness and/or recovery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing care and handling instruction for staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation management (e.g., administration, planning, assessment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation (e.g., physical treatment of collections)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracting for conservation/preservation services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental monitoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy / fundraising / grant writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building design / new construction / renovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization / imaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of digital files (e.g., databases, web sites, image files)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibit improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest management including mold prevention or remediation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cataloging / data gathering about objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. If money were not an issue, what is your institution's preference for the length of conservation/preservation or collections care training sessions? (please select only one)

- ☐ Half a day
- ☐ One day
- ☐ Two days
- ☐ Three-four days
- ☐ Full week
- ☐ No preference
- ☐ Don't know
- ☐ Other, please specify

13. What barriers, if any, might prevent your institution from sending a staff member to a conservation/preservation or collections care workshop or training course? (please check all that apply)

- ☐ Workshops are not available in the region
- ☐ Travel costs
- ☐ Registration costs
- ☐ Cannot spare the staff time
- ☐ Staff training is adequate to carry out preservation functions
- ☐ Distance
- ☐ Lack of management support
- ☐ None
- ☐ Don't know
- ☐ Other, please specify

14. What is the maximum amount you or your employer would be willing to pay to attend a training event on conservation/preservation that you felt strongly about attending (please combine travel costs and tuition)? (please select only one)

- ☐ \$0
- ☐ \$1-24
- ☐ \$25-49
- ☐ \$50-99
- ☐ \$100-199
- ☐ \$200-299
- ☐ Over \$300
- ☐ Don't know

15.

PRESERVATION ACTIVITIES

Does your institution have a written, long-range preservation plan for the care of the collection? (A long-range preservation plan is a document that describes a multi-year course of action to meet an institution's overall conservation/preservation needs for its collection). (please select only one)

- ☐ Yes
- ☐ Yes, but it is not up-to-date
- ☐ No, but one is being developed
- ☐ No
- ☐ Don't know

16. Has your institution had a conservation/preservation professional conduct a general conservation/preservation survey of your collection to determine the extent of its preservation/conservation problems, including environmental concerns, collection management, security, disaster planning, special collections and the needs of special formats? (please select only one)

- ☐ Yes
- ☐ Yes, but it is not up-to-date (e.g., significant institutional changes have occurred since the plan was made)
- ☐ No, but one is being developed -> (skip to question 17)
- ☐ No -> (skip to question 17)
- ☐ Don't know -> (skip to question 17)

17. Has the survey resulted in conservation/preservation actions? (please select only one)

- ☐ Yes
- ☐ No
- ☐ Don't know

18. What actions, if any, has your institution taken to prolong the life of its collection? (please select one answer for each line)

	Completed by institution	Completed by an external provider	Not completed but planned	Not completed	Not applicable
Rehousing (e.g., refolding, reboxing, making better storage mounts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Installing storage furniture (e.g., shelving, cabinetry)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster preparedness and/or recovery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing care and handling instruction for staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation management (e.g., administration, planning, assessment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation (e.g., physical treatment of collections)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracting for conservation/preservation services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental monitoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy / fundraising / grant writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building design / new construction / renovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization / imaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of digital files (e.g., databases, web sites, image files)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibit improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest management including mold prevention or remediation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cataloging / data gathering about objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19.

What are the three most serious conservation/preservation or collections care problems at your institution?
(please list in priority order)

Conservation/preservation
problem 1

Conservation/preservation
problem 2

Conservation/preservation
problem 3

20.

PRESERVATION ENVIRONMENT, SECURITY, & DISASTER PREPAREDNESS

Does your institution control the following for the preservation of your collection? *(please select one answer for each line)*

	Yes, in all areas	In some, but not all areas	No, in no areas	Don't know	Not Applicable
Temperature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relative humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Light levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air quality (e.g., particulate and gaseous filtration)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. From a preservation perspective, how much of your institution's collection would you estimate is adequately stored – that is, in a secure, environmentally-controlled space, on appropriate mounts or containers, in appropriate storage furniture, and with enough space to accommodate non-damaging access? *(please select only one)*

- ☐ None
- ☐ 1%-24%
- ☐ 25%-49%
- ☐ 50%-74%
- ☐ 75%-99%
- ☐ All
- ☐ Don't know

22. Which of the following fire protection equipment has your institution installed? (please select one answer for each line)

	Yes, in all areas	In some, but not all areas	No, in no areas	Don't know	Not applicable
Smoke detectors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire alarms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wet-pipe sprinklers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dry-pipe sprinklers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-aqueous fire-suppression systems (e.g., Halon; FM-200)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire extinguishers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there are fire extinguishers, are they inspected regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. In the past 5 years, has your institution experienced disasters that damaged materials? (please select only one)

- ☐ Yes
- ☐ No -> (Skip to Question 26)
- ☐ Don't know -> (Skip to Question 26)

24. What percentage of your institution's collections was damaged? (please select only one)

- ☐ None
- ☐ 1%-24%
- ☐ 25%-49%
- ☐ 50%-74%
- ☐ 75%-99%
- ☐ All
- ☐ Don't know

25. What caused the disaster? (please check all that apply)

- ☐ Earthquake
- ☐ Fire—including arson, electrical, wildfire
- ☐ Flood
- ☐ Mold outbreak
- ☐ Pests
- ☐ Water leakages (e.g., pipe damage, roof damage)
- ☐ Don't know
- ☐ Other, please specify

26. Who took care of cleaning up or repairing damaged materials? (please check all that apply)

- ☐ Internal staff ONLY
- ☐ Internal staff and others
- ☐ External consultant
- ☐ Commercial disaster recovery vendor
- ☐ Local/community resource
- ☐ Don't know
- ☐ Other, please specify

27. Does your institution have a disaster plan for the protection and recovery of your collections? (please select only one)

- ☐ Yes
- ☐ No, but plan is being prepared
- ☐ No
- ☐ Don't know

28. Please indicate which security systems your institution uses. (please select one answer for each line)

	Yes, in all areas	In some, but not all areas	No, in no areas	Don't know	Not applicable
Security guard(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee and volunteer screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alarm system(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written policy and procedure(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Control of items brought into collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Control of access to collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits behind glass or otherwise secured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29.

RESOURCE SHARING

If it were possible to share resources within the state or region for preservation or collections care services, what would your institution like to see available? (please check all that apply)

- ☐ Help with general conservation/preservation surveys
- ☐ Ongoing state support for preservation grants to individual institutions
- ☐ Assistance with disaster planning and recovery
- ☐ Loan of environmental monitoring equipment
- ☐ Source to contact for preservation information
- ☐ On-site visits by a preservation professional
- ☐ State sponsored preservation workshops
- ☐ Other, please specify

30. If it were possible to collectively contract for preservation or collections care services within the state, what statewide contracts would your institution like to see centrally negotiated statewide or regionally? (please check all that apply)

- ☐ Preservation / collections care supplies
- ☐ Disaster response supplies
- ☐ Disaster recovery (vacuum freeze drying, on-site clean-up, etc.)
- ☐ Collection storage
- ☐ Collection transportation
- ☐ Microfilm reformatting
- ☐ Electronic data storage
- ☐ Don't know
- ☐ Other, please specify

31. Please rate your institution's level of interest in the following: (please select one answer for each line)

	Great deal of interest	Some interest	No interest	Don't know	Institution already participates in
Developing mutual assistance agreements (e.g., disaster response)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning to mentor employees / volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing collaborative exhibitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building collaborative digital collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing collaborative grant projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting up regional special interest groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharing collection storage facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharing technical equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32.

DIGITAL COLLECTIONS

What digital formats does your institution own? (please check all that apply)

☐ None (please skip to question 36)

☐ Books

☐ Documents

☐ Newspapers

☐ Photographs

☐ Sound recordings

☐ Video / audio

☐ Collection records

☐ Other, please specify

33. What type of materials has your institution digitized? (please check all that apply)

- ☐ None
- ☐ Books
- ☐ Documents
- ☐ Newspapers
- ☐ Photographs
- ☐ Sound recordings
- ☐ Video / audio
- ☐ Collection records
- ☐ Other, please specify

34. Do you have a plan in place for managing digital assets for 10 years or more? (please select only one)

- ☐ Yes
- ☐ No
- ☐ Don't know

35. Does your institution operate a digital repository? (please select only one)

- ☐ Yes
- ☐ No
- ☐ Don't know

36. How often are backup files created? (please select only one)

- ☐ Once a week or more often
- ☐ A few times a month
- ☐ Less than once a month
- ☐ Not on a regular basis
- ☐ Don't know

37. Where are these backup files stored? (please select only one)

- ☐ On site
- ☐ Off site
- ☐ Multiple places
- ☐ Don't know

38. INSTITUTIONAL INFORMATION

Please indicate the estimated number of Books and Bound Volumes in your institution's collection—monographs, serials, newspapers, scrapbooks, albums, pamphlets. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ 10,001-100,000
- ☐ 100,001-1,000,000
- ☐ More than 1,000,000
- ☐ Don't know

39. Please indicate the estimated number of Unbound Sheets in your institution's collection —archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10 cubic feet
- ☐ 11-100 cubic feet
- ☐ 101-1,000 cubic feet
- ☐ 1,001-10,000 cubic feet
- ☐ More than 10,000 cubic feet
- ☐ Don't know

40. Please indicate the estimated number of Photographic Collections in your institution's collection—microfilm/fiche, photographic prints, negatives, slides, transparencies, Daguerreotypes. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ 10,001-100,000
- ☐ 100,001-1,000,000
- ☐ More than 1,000,000
- ☐ Don't know

41. Please indicate the estimated number of Moving Image Collections in your institution's collection—motion picture film, videotape, Laserdisc, CD, DVD, MiniDisc. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

42. Please indicate the estimated number of Recorded Sound Collections in your institution's collection—cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

43. Please indicate the estimated number of Digital Material and Electronic Records Collections in your institution's collection—floppy discs, CD-R, DVD-R, data tape, online collections. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

44. Please indicate the estimated number of Art Objects in your institution's collection—paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, etc.). (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

45. Please indicate the estimated number of Historic and Ethnographic Objects in your institution's collection—textiles, costumes and accessories, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical/scientific artifacts, transportation vehicles. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

46. Please indicate the estimated number of Archaeological Collections in your institution's collection. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

47. Please indicate the estimated number of Natural Science Specimens in your institution's collection—zoological, botanical, geological, paleontological, paleobotany specimens. (please select only one)

- ☐ Have no holdings of this media type
- ☐ 1-10
- ☐ 11-100
- ☐ 101-1,000
- ☐ 1,001-10,000
- ☐ More than 10,000
- ☐ Don't know

48. Other: Please specify the media and estimated quantity of other collection types not listed above.

49. What is the estimated percentage of your institution's collection that has been cataloged / processed? (please select only one)

- ☐ None
- ☐ 1%-24%
- ☐ 25%-49%
- ☐ 50%-74%
- ☐ 75%-99%
- ☐ All
- ☐ Don't know

50. Which one category best describes your institution? (please select only one)

- ☐ Government agency (State or local government)
- ☐ District court
- ☐ Independent non-profit archives
- ☐ Public library
- ☐ Special library
- ☐ Academic library / archives
- ☐ Historical society
- ☐ Historical house/site
- ☐ Art museum
- ☐ History museum
- ☐ Children's museum
- ☐ Natural history museum
- ☐ Science technology museum
- ☐ General museum (2 or more disciplines)
- ☐ Archaeological museum, repository or research collection
- ☐ Arboretum, botanical garden, nature center, zoo, or aquarium
- ☐ Cultural center
- ☐ Other

51. Which one category best describes your organization type or affiliation? (please select only one)

- ☐ Private non-profit (non-government)
- ☐ Local, municipal, or county government
- ☐ State government
- ☐ Federal government
- ☐ Other, please specify

52. Does your institution have responsibility for any of the following? (please check all that apply)

- ☐ historic structure
- ☐ outdoor sculpture
- ☐ monument(s)
- ☐ oversize object(s) (e.g., farm vehicles, mining stamp mills, railroad engines, etc.?)
- ☐ archaeological site(s)

53. What was your institution's total annual operating budget for the most recently completed fiscal year?
(round off or provide an estimate) (please select only one)

- ☐ None
- ☐ \$1 - \$500
- ☐ \$501 - \$25,000
- ☐ \$25,001 - \$50,000
- ☐ \$50,001 - \$250,000
- ☐ \$250,001 - \$500,000
- ☐ \$500,001 - \$1,000,000
- ☐ \$1,000,001 - \$5,000,000
- ☐ \$5,000,001 and above
- ☐ Don't know

54.

What was your institution's annual budget for preservation supplies (e.g., collections care tools, materials, equipment) in the same fiscal year? (round off or provide an estimate) (please select only one)

- **If you have no specific line-item in the budget, but use budgeted funds for preservation supplies, estimate the funding used.**

- **Include grants and any other temporary funding.**
- **Do not include funds budgeted for utilities, security, capital projects or overhead.**

- ☐ None
- ☐ \$1 - \$500
- ☐ \$501 - \$1,000
- ☐ \$1,001 - \$2,500
- ☐ \$2,501 - \$5,000
- ☐ \$5,001 - \$10,000
- ☐ \$10,001 and above
- ☐ Don't know

55.

What was your institution's annual budget for preservation staffing in the same fiscal year? (round off or provide an estimate) (please select only one)

- **Include grants and any other temporary funding.**

- ☐ None
- ☐ \$1 - \$5,000
- ☐ \$5,001 - \$10,000
- ☐ \$10,001 - \$25,000
- ☐ \$25,001 - \$50,000
- ☐ \$50,001 - \$100,000
- ☐ \$100,001 and above
- ☐ Don't know

56. Is there anything else you would like to tell us about your institution's conservation/preservation or collections care needs? We would appreciate any comments you might have to help us to further preservation in this state / region. (optional)

57. Please list your preferences for the most convenient cities for you in terms of travel to attend a training seminar. (please list in priority order)

Preferred Training City

1

Preferred Training City

2

Preferred Training City

3

58. In which state is your institution located? (please select one)

- ☐ Arizona
- ☐ Idaho
- ☐ Montana
- ☐ Nevada
- ☐ Utah
- ☐ Wyoming

Many thanks for taking this survey. We are deeply grateful for your time and will use the data to help advance preservation in the state and the region.